

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES *
2. AMENDMENT/MODIFICATION NO. <b>PR-HQ-04-10105/0001</b>	3. EFFECTIVE DATE <b>02/24/04</b>	4. REQUISITION/PURCHASE REQ. NO. <b>PR-HQ-04-10105</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460</b>	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>PR-HQ-04-10105</b>
		✓	9B. DATED (SEE ITEM 11) <b>02/04/04</b>
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

## INTERESTED PARTIES

<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>	
[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [X] is not extended.	
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.	
<b>12. ACCOUNTING AND APPROPRIATION DATA (If required)</b>	
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>	
(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.	
<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</b>	
The Subject Request For Proposal is revised to change the Government's estimated the total level-of-effort for this requirement to 34,944 hours. RFP Section H.6 and Section L.9 have been changed to reflect this action. Changes are redlined. All other terms and conditions remain unchanged.	

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>DEBORAH A. DARRY</b>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

**AMENDMENTS TO THE SOLICITATION**

1. The Section H clause entitled "OPTION TO EXTEND THE TERM OF THE CONTRACT--COST-TYPE CONTRACT (EPAAR 1552.217-71) (APR 1984) DEVIATION" has been modified. The text is as follows:

The Government has the option to extend the term of this contract for 2 additional period(s). If more than 60 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 60 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended as follows to cover the Base and Option Periods:

Period	Start Date	End Date
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Option Period I	05/01/05	04/30/06
Option Period II	05/01/06	04/30/07

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort (Direct Labor Hours)
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Option Period I	11,648
Option Period II	11,648

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fees for each option period as follows:

Option Period	Estimated Cost	Fixed Fee	Total
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(d) If this contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: N/A

2. The Section L clause entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS (EPAAR 1552.215-73) (AUG 1993) DEVIATION" has been modified. The text is as follows:

You are advised to closely read the proposal instructions and evaluation criteria before preparing a proposal. Your proposal submission shall consist of a Technical Proposal (Volume 1) and Cost Proposal (Volume 2). Each volume should be regarded as a separate or readily detachable part of the total proposal package. All cost or pricing details must be omitted from the technical proposal (Volume 1). Submit your proposal package to the address specified in the RFP.

Volume 1 - Technical Proposal - Original plus (3) copies

Volume 2 - Cost Proposal - Original plus (3) copies

**I. VOLUME 1: TECHNICAL PROPOSAL CONTENT**

Written proposals should consist of four sections: Key Personnel; Technical Approach; Past Performance; Management Plan. Each of these sections correspond to evaluation criteria detailed in the Technical Evaluation Criteria of this RFP.

**A. General Instructions**

Technical proposals shall be prepared using the following guidance:

**1. Length** - The maximum length of the technical proposals shall be limited to 75 typewritten pages on 8 ½ x 11" paper, using no less than 12 point character size and no less than an average of 3/4" all around for margins. The following items are excluded from the above stated page limitation: letters of transmittal, cover page, table-of-contents, and dividers. Resumes and Past Performance Questionnaires are not excluded from the above stated page limitation. Offerors are strongly urged to be as succinct, clear and concise as possible in writing the proposal and adhering to the recommended page limitation.

**2. Organization** - Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting

documentation must provide sufficient basis for a thorough evaluation. It is suggested that proposals be placed in binders with dividers clearly indicating the following sections:

- Tab 1: Key Personnel
- Tab 2: Technical Approach
- Tab 3: Past Performance
- Tab 4: Management Plan

**3. Charts** - Offerors are encouraged to use, whenever appropriate, quantitative and graphical methods to portray facts whenever possible through the use of charts, lists, matrices, diagrams, tabulations, etc.

**4. Prohibition of Cost Data** - All costs or pricing details must be omitted from the technical proposal.

**5. Exceptions** - Any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussions.

#### **B. Required Sections of the Written Proposal**

**1. Key Personnel** - Your technical proposal shall include a description of the project group proposed for accomplishing the objectives of this RFP. Include an organizational chart for the project showing the name of the project manager and other personnel who will be instrumental in the performance of this contract. Include a brief resume and a letter of commitment for each individual proposed to work on this contract. Resumes' should demonstrate the individuals education, background, recent experience, availability and scientific or technical accomplishments. If consultants, advisors or subcontractors are to be used, describe the arrangements and include resumes and letters of commitment. In addition, for personnel not currently employed by the offeror, provide resume(s) and letter(s) of commitment.

**2. Technical Approach** - Your technical approach should be specific, detailed and complete. It should clearly and fully demonstrate that you understand the requirements for the technical and managerial problems inherent in the end objectives involved and also present valid and practical solutions for the problems. Stating that you understand or will comply with the Statement of Work, or paraphrasing such phrases as "standard procedures will be employed" and "well-known techniques will be used" will be deemed insufficient. It is recognized that all technical factors cannot be detailed in advance, but the technical proposal must express how you propose to comply with the work statement and a full explanation of the techniques and procedures you propose to follow to accomplish the tasks and manage the problems and demands of the program.

**3. Past Performance** - In addition to the information listed under Section L.11 "Past Performance Information," the offeror (and all team subcontractors with a subcontract value in excess of \$500,000) shall complete Part A of the Past Performance Questionnaire (Attachment 1) for any previous/current contract/subcontract work that the offeror determines is directly related to the SOW. Offerors should submit one form for each client or reference for whom they have performed work similar in scope to the requirements of this RFP. Multiple Project Summaries describing work performed for the same client under the same contract should be included on the same questionnaire form.

In accordance with FAR 15.305(a)(2)(iii), offerors may also identify problems encountered on the identified contracts and discuss the corrective actions that offerors have implemented to ensure that the problems are not likely to occur again.

**4. Management Plan-** Present the your plan for managing the work required under this contract. Your management plan shall contain sections

a. **Organizational Structure** - Provide a description of your companies organization and structure, which part of the organization will manage the contract, the management personnel, and the management chain that will assure that this contract will receive adequate support by upper level management, that all tasks will receive adequate support, and that deliverables and delivery dates will be met.

b. **Staffing Matrix** - Provide a plan which describes which personnel will be assigned to which tasks and the percentage of time allocated for each task.

c. **Performance Monitoring** - Describe how your company will monitor the progress of personnel, working on tasks to ensure adequate performance and how inadequate performance will be remedied.

d. **Communication and Coordination** - Describe how the company will report on progress and problems, including but not limited to numbers and identities of persons employed, priorities, milestones, status and expected completion dates. Describe any problem resolution techniques you will or have employed. Describe all named subcontractors, consultants, and field offices and how they will be managed to achieve a unified contract team.

**C. Assumptions, Deviations, and Exceptions.**

Any exceptions or conditional assumptions taken with respect to the technical requirements of the RFP should be fully explained. Any exceptions taken to the technical requirements should be fully justified. Such exceptions will not, of themselves, automatically cause a proposal to be termed not fully responsive to the RFP requirements. A large number of

exceptions, or one or more significant exceptions not providing any obvious benefit to the Government, may result in a finding that your proposal is non-responsive.

**D. Additional Information.**

The technical proposal should include UNPRICED details of labor hours, material, travel and other direct cost elements. Use exhibits and schedule formats that will be readily identifiable by comparison with your cost proposal. The technical proposal should include a statement of whether or not acceptance of a contract for this project might have an adverse effect on the performance of other Government contracts. If "yes," indicate the nature and extent of the effect.

**II. VOLUME 2: COST PROPOSAL CONTENT**

**A. General Instructions**

Cost proposals shall be prepared using the following guidance:

1. All information relating to cost or pricing must be included in this volume of the proposal; under no circumstances shall cost or pricing data be included elsewhere. In addition to a hard copy of the information, to expedite review of your proposal, you are requested to submit a computer disk containing the financial data required under 1552.215-73(b)(2) through (b)(7), if this information is available using a commercial spreadsheet program on a personal computer. Please indicate the software program used to create this information. Offerors should include the formulas and factors used in calculating the financial data. Although submission of the computer disk will expedite review, failure to submit the disk will not affect consideration of your proposal.

2. The cost proposal should be prepared in sufficient detail to permit thorough and complete evaluation by the Government without additional correspondence or communication. The Government may request clarifications, answers to question that assist in the Government's understanding of information contained in the cost proposal.

3. If the Contracting officer determines that your initial proposed costs do not reflect what it would reasonably cost to perform the requirements, then the Contracting Officer may make adjustment to the proposed costs to determine probable cost.

**B. Cost/Price Summary Schedules**

Submit EXHIBIT (1) SUMMARY SCHEDULES showing the following:

Base Period (May 03, 2004 - April 30, 2005): proposed contract value  
Option Period I (May 01, 2005 - April 30, 2006): proposed contract value  
Option Period II (May 01, 2006 - April 30, 2007): proposed contract value

Grand Total: Total for Base year and all Option Years

The cost evaluation will be based on the Grand Total as shown above proposed by our company and adjusted by the Government if needed due to unreasonable or unrealistic proposed costs, as set forth elsewhere in this solicitation. Exhibit 1 is located at end of this clause.

**C. SUPPORTING COST DATA**

The offeror shall provide the following supporting data for each element of cost proposed.

**1. Direct Labor**

a. Attach support schedules for each proposed labor category, indicating both proposed hours and rates. All management and support (such as clerical, corporate and day-to-day management) hours and costs proposed to be a direct charge, in accordance with your normal accounting treatment, are to be shown separately from that for the technical effort.

b. Explain the basis of the proposed labor rates, including a complete justification for all judgmental factors used to develop weights applied to your company's category or individual rates that comprise the rates for labor categories specified in the solicitation. This explanation should describe how your technical approach coincides with the proposed costs.

c. Describe for each labor category proposed your company's qualifications and experience requirements. If individual rates are used, provide the employee's name. If specific individuals are identified in the technical proposal, correlate these individuals with the labor categories specified in the solicitation.

d. Provide a matrix summarizing the effort proposed, including the subcontracts, by professional and technical level specified in the solicitation. The total estimated Level-Of-Effort for this requirement over the life of this contract is 34,944.

e. Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (Percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date).

f. State whether any additional direct labor (new hires) will be required during the performance period of this acquisition. If so, state the number required.

## **2. Administrative Labor**

Administrative and support labor hours and costs should be proposed consistent with established accounting practices. Indicate what types of administrative and support labor that you consider direct labor and estimate hours for each labor category. If these costs are to be charged direct to the contract, provide an explanation for the hours and show calculations.

## **3. Escalation**

Indicate whether current rates or escalated rates are used. If escalation is included, state the actual, historical rate of wage increases for the past three (3) years and method of calculation. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date). Include the date of the payroll from which hourly rates were obtained.

## **4. Bid and Proposal Costs**

Bid and proposal costs should be proposed consistent with your accounting practices.

## **5. Indirect Rates (overhead, general, and administrative expenses)**

Offerors are required to:

a. provide a schedule of their indirect rates and explain the allocation bases. Include all rates which you maintain in its accounting records which may be used during performance of this contract.



b. provide the rationale and other factors used to develop the proposed indirect rates which are utilized to cost the proposal.

c. identify indirect rates which a Government audit agency has approved for forward pricing, and provide a copy of Rate Agreements. You shall furnish the name and address of the Government agency and the name of the reviewing official if your rates have been recently accepted by a Government agency. If not approved, state the basis of the proposed rate (e.g., previous year's actuals, current fiscal year-to-date, business plan, etc.). Provide budgetary data for the proposed period of performance.

d. provide, for the last three completed fiscal years and to date for your current fiscal year, the actual indirect expenses, and their corresponding actual base for each of the proposed indirect rate. Separately identify any unallowable costs. Indicate whether this rate information has been submitted to the Defense Contract Audit Agency (DCAA) or other cognizant Government audit office, in your overhead rate proposal for establishing final indirect rates.

Cost ceilings may be required under this contract for the prime or one or more subcontractors. You should review the situations described in FAR 42.707 (b)(1) to determine whether or not ceilings should be utilized and, when appropriate, propose ceilings.

**Note:** *The Government reserves the right to adjust your or your subcontractor's estimated indirect costs for evaluation purposes based on the Agency's judgement of the most probable costs up to the amount of any stated ceiling.*

6. Other Direct Costs (ODCS) - Not Applicable to this requirement.

7. Divisions, Subsidiaries, Parent or Affiliated Companies

If other divisions, subsidiaries, a parent or affiliated company will perform work or furnish materials under the proposed contract, please provide the name and location of such affiliates and your intercompany pricing policy. Separately identify costs and support data for each entity proposed.

8. Subcontracts/consultants

Include details of subcontract/consultant costs in the same format at the prime Contractors costs. Include a cost or price analysis of the proposed costs.

(EXHIBIT 1 - COST SUMMARY SCHEDULE)  
IS PROVIDED ON THE FOLLOWING PAGE



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